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GOVT. OF INDIA
LAKSHADWEEP ADMINISTRATION
COLLECTORATE, KAVARATTI - 682 555

F.No.F-15/1/2020-COL

Dated : 01.05.2025

NOTIFICATION

In partial modification of the earlier notification No. F-15/1/2020-COL dated 08.02.2023 regarding the issuance of trade, dealership, business, and shop licenses, the District Collector, Union Territory of Lakshadweep, being the competent authority, hereby notifies the following amendments and updated guidelines for public information and compliance:

1. Extension of Trade License Validity Period

The validity period of trade licenses is amended to **three (3) years**. This step aligns with the Government of India's vision to promote *Ease of Doing Business*, minimize administrative burdens, and ensure uninterrupted business operations.

2. Revision of Application Fee

The application fee for trade/dealership/business/shop licenses is revised from **₹50 to ₹150**.

3. Updated Guidelines for License Application

All applicants are directed to follow the guidelines below until the process is fully integrated into the online services portal:

1. Applications must be submitted in the prescribed format available at the respective office.
2. A non-refundable application stamp worth **₹150** must be affixed.
3. Attach certified copies of:
 - o Possession Certificate
 - o Title Deed of the land and building

4. An **Environmental Clearance Certificate** must be obtained from the competent authority, confirming hygiene and cleanliness standards.
5. **Fire Safety Measures** must be implemented as per consultation with the Lakshadweep Fire Force Department. A valid **Fire Safety Certificate** is mandatory.
6. Based on the nature of the trade:
 - A **Food Safety Certificate** must be obtained for food-related businesses.
 - A certificate from the Inspector, Weights & Measures confirming the accuracy of weighing/measuring devices is required.
7. In case of land use conversion, attach a certified copy of permission obtained from the Revenue Authority under the **Lakshadweep Land Diversion Rules, 2003**.
8. For businesses proposed in rented/leased buildings, certified copies of the building owner's title deed, possession certificate, and a **No Objection Certificate (NOC)** from the owner must be submitted.
9. Licenses will initially be issued for **one year** and must be renewed by **1st January every year**.
10. A late renewal fee of ₹100 per month shall apply for delays.
11. The license shall be cancelled immediately if unauthorized goods are stored or sold.
12. Sale of tobacco products is strictly prohibited within a 100-meter radius of any educational institution.
13. The licensing authority reserves the right to suspend, revoke, or impose a penalty of ₹1000 for violations of license conditions.
14. The District Collector may issue further clarifications or guidelines with the approval of the Hon'ble Administrator (Reference: Diary No. 27 dated 08.02.2023).

4. Advisory on Trade Practices

All license holders and applicants are advised to:

- **Ensure compliance with applicable central and local trade regulations**, including GST registration and regular tax filings, where applicable.
- **Avoid engagement in prohibited or hazardous trade practices** that pose risks to public health or safety.
- **Display the license prominently** at the place of business and cooperate with inspection teams from local authorities.
- **Maintain transparent and ethical business conduct**, especially in weights and measures, food quality, and billing.
- Use **digitized payment systems** to support the UT Administration's digital initiative.

This notification comes into effect **immediately** and is issued with the approval of the District Collector, Union Territory of Lakshadweep, under Diary No. 993 dated 29.04.2025.

Sd/-
(SHIVAM CHANDRA, IAS)
 Additional District Magistrate

GOVT. OF INDIA
LAKSHADWEEP ADMINISTARION
COLLECTORATE, KAVARATTI - 682 555

F.No.F-15/1/2020-COL/2

Dated : 01.05.2025

NOTIFICATION

In partial modification of the Guidelines issued vide F.No.F/11/5/2020-COL dated 27.01.2022, regarding the certificate format for the issuance of trade, dealership, business, and shop licenses, the District Collector, Union Territory of Lakshadweep, being the competent authority, hereby notifies the following amendments to the certificate format for the reasons stated below.

The existing certificate format has often proven to be inadequate and, in some instances, even ineffective, due to the lack of clarity and essential information. In view of these shortcomings, it has become necessary to adopt a revised, standardized, and universally acceptable certificate format to ensure improved recognition, authenticity, and usability across all relevant instances.

Accordingly, the modified certificate format is attached herewith and shall come into effect immediately. This amendment is issued with the approval of the District Collector, Union Territory of Lakshadweep, under Diary No. 993 dated 29.04.2025.

Sd/-
(SHIVAM CHANDRA, IAS)
Additional District Magistrate

License No:



GOVT. OF INDIA
LAKSHADWEEP ADMINISTRATION
OFFICE OF THE
..... ISLAND - 682 55....

F.No.....

Dated-

License to Trade/ Dealership/ Business/ Shop etc.

License is hereby granted to {Salutation Mr/Ms}.
 (Name), (Address line-1), (Address line—
 2) for operating/ running a commercial establishment at Island as
 detailed below:

1. Name of the commercial establishment -
2. Type of trade/dealership/business/shop -
3. Nature of Goods sold /Services offered -
4. Address of the premises -

The Licensee shall follow and fulfill the conditions given in the Notification F.No. F-15/1/5/2020-COL dated 08.02.2023 issued by the Additional District Magistrate (HQ), UTLA. This license shall be produced for inspection by any authorized officer on demand.

License is valid up to **31-Dec-.....** and subject to further renewal as per the Rules.

(.....)
 Deputy Collector cum
 Chief Executive Officer (.....)

 If the license is to be renewed the application for such renewal the application for such renewal shall be made before the end of February of the year in which it is due to expire.

Renewal

1. Year 20..... to 20..... Receipt No..... Date.....
2. Year 20..... to 20..... Receipt No..... Date.....
3. Year 20..... to 20..... Receipt No..... Date.....

Conditions of License

1. The license fee is non-refundable, and it is valid only for the premises specified in the license. It shall be exhibited at a conspicuous place of the premises.
2. This license does not absolve the licensee from the obligations arising out of any other provisions of the law for the time being in force.
3. The licensee shall follow the conditions specified in the Rules.